**2025 EXHIBITOR ORDER FORM**

**All rates subject to change without notice.**

|  |  |
| --- | --- |
| **Exhibitor/Organization:** | **Name of Event:** IMN’s Bankers Midwest |
| **Address:** | **Date(s):** September 8-9 |
| **City, State , Zip:** | **Booth Number:** N/A |
| **On Site Contact:** | **Function Room:** Streeterville Prefunction |
| **E-Mail:** | **Setup Time:** TBD |
| **Telephone: Fax:** | **Teardown Time:** September 9th 11am-1pm |

**ELECTRICAL SERVICES**

|  |  |  |
| --- | --- | --- |
| **Quantity** | **Item** | **Price** |
|  | Power Strip (*5 Outlets, Up to 15 Amps*) | $85 (includes labor) |
|  | Extension Cord (*1 Outlet, Up to 15 Amps*) | $50 (includes labor) |
|  | 20 Amp Service ( *1 Outlet, Up to 20 Amps)* | $250 (includes labor) |

*\*\*If you require more power than listed, please contact Meredith Maresh, Conference & Events Manager, at* ***Meredith.Maresh@ihg.com*** *with your power needs and*

*pricing will be provided\*\**

Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited. Under no circumstances shall anyone other than the Hotel electrician make any electrical connections. The chief electrician has the right to refuse any connection where wiring constitutes a fire hazard.

**Package Shipping Information**

**Shipping Information:**

Any boxes shipped to the hotel must be clearly labeled in the format below.

|  |  |
| --- | --- |
| **Hold for: (Guest Name) (Guest Cell Phone)**  **c/o InterContinental Chicago Magnificent Mile**  **505 North Michigan Avenue, Chicago, IL 60611**  **(Convention/Conference/Group/Event Name)** |  |

**Inbound:**

All packages shipped directly to the Hotel will be received and will incur handling charges based on the scale listed below. Packages should arrive no sooner than 2 days prior to the start of the event. Storage fees will be assessed on packages stored more than 5 days.

**Outbound:**

All packages shipped out will incur handling charges based on the scale listed below. Packages must be sealed with a completed carrier air bill before drop-off/pick-up by the 3rd party. Please schedule all pickups with FedEx or UPS directly for we do not have a daily pickup at this time. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation cost.

**Package Storage Fees**

|  |  |
| --- | --- |
| **Package Weight** | **Storage Fee After 5 Days** |
| Flat Envelopes | $0.00 |
| 0.0 – 10.0 | $5.00 |
| 11.0 – 30.0 | $10.00 |
| 31.0 – 60.0 | $15.00 |
| Over 60.0 | $25.00 |
| Pallets & Crates | $50.00 |
| Over 6.5’ in Size | $25.00 |

*\*\*Over 6.5’ will result in additional oversize fee of $25.00\*\**

**Package Handling Fees**

|  |  |
| --- | --- |
| **Package Weight** | **Pickup/Delivery Cost** |
| Flat Envelopes | $10.00 |
| 0.0-1.0 | $10.00 |
| 1.1 – 10.0 | $15.00 |
| 10.1 – 20.0 | $25.00 |
| 20.1 – 30.0 | $35.00 |
| Over 30.0 | $55.00 |
| Pallets & Crates | .75/lb ($250.00 min) |

**EVENT TECHNOLOGY, INTERNET AND TELEPHONE SERVICES**

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|  |  |  |
| --- | --- | --- |
| **Quantity** | **Item** | **Daily Rate** |
|  | 22” Flat Panel LCD | $280 |
|  | 32” Flat Panel LCD | $340 |
|  | 46” Flat Panel with Floor Stand | $795 |
|  | 8’ Tripod Screen | $240 |
|  | Post-It Flip Chart with Markers | $116 |
|  | Wireless Internet Connection (per computer)  Shared Bandwidth @ 5Mbps | $150 |
|  | Wired Internet Connection (per line)  Shared Bandwidth @ 25Mbps | $350 |
|  | Direct Inward Dial Line (D.I.D.)  Outside callers may dial in directly, call charges apply separately | $175 |

Encore will arrange rental of all Internet Services1, data monitors, projection, and all audio visual equipment.

Dedicated bandwidth can be requested. For additional items not noted above please call the Encore office at 312-321-8800 arrange for services.

**SIGNATURE OF AUTHORIZATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A signed copy of this order form must be returned to the individual listed below at least 10 days prior to your arrival for order to be filled.**

Meredith Maresh

Conference & Events Manager

InterContinental Chicago Magnificent Mile

505 N. Michigan Avenue

Chicago, IL 60611

Phone: (773) 882-2039 / Fax: (312) 321-8837

E-Mail: Meredith.Maresh@ihg.com

This letter of agreement confirms that the InterContinental Chicago Magnificent Mile has authorization to place charges incurred for any/all of the above requested service(s) to the credit card below:

Card Type: \_\_\_\_\_\_\_\_\_\_\_\_\_ Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_ CVC Code: \_\_\_\_\_\_\_

Cardholder Name exactly as it appears on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing address (as it appears on statement): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*Please note this Authorization may be shared internally with Accounting and Encore should any Shipping or Audio Visual charges be incurred\*\*\***

**For your protection, forms should not be e-mailed, mailed or faxed to any other number than (312) 321 8837.**